

Human Services Program Coordinator

The function of the Human Services Program Coordinator is to provide support services, as directed and supervised by the Director of Human Services, to the Department of Human Services assorted functions and programs. This highly responsive position will be charged with supporting, coordinating, improving, expanding, researching, developing and implementing existing and new programming to meet a wide range of community needs. Such programming will include recreational, cultural, social, health, positive youth development, social services and educational activities. The following is a listing of the most significant duties to be performed, but should not be considered a detailed description of every duty for this highly responsive position:

- 1.) Foster communication, cooperation and collaboration with local and regional human service agencies, groups and schools, to avoid the duplication of services.
- 2.) Serve as the Secretary for the Stonington Prevention Council
- 3.) Complete and maintain a directory of volunteers and coordinate said for use by this department, as requested;
- 4.) Attend staff, training sessions, conferences, local and regional meetings as directed;
- 5.) Maintain and submit monthly statistics pertaining to residents served;
- 6.) Research grant opportunities and assist with grant writing;
- 7.) Provide reception coverage, as directed;
- 8.) Provide program support for social services, youth and family services, recreation and senior services as directed.

The skills and knowledge required would generally be acquired with a Bachelor's degree in Social Work, Psychology, Human Services or related field, and a minimum of two years field experience. The position requires scheduling flexibility, strong organizational, computer, interpersonal, oral and writing skills. The ability to relate well to youth and the general public is also necessary. A valid Motor Vehicle Operator's License is required.